

# Registration and Authorization

The information contained in this document is also available in Help and Support section of the AER Web Application.

## **REGISTRATION**

As user access the AER Web system, the gateway log-in page for all AQMD web-based applications will open. This is the place where new users can start the registration process; existing users can log in or retrieve password if forgotten.

AQMD Web Applications - User Login - Windows Internet Explorer provided by South Coast A.Q.M.D.

File Edit View Favorites Tools Help

http://www2dev.aqmd.gov/webappl/wc/security/login.aspx

Live Search

AQMD Web Applications - User Login

**South Coast**  
Air Quality Management District

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**Downloads**

Coming Soon...

**Public Search**

Coming Soon...

**You'll need a User ID to:**

- Submit Notifications to the District
- Search/View your notifications
- Access web-based applications

**Create User ID**

It's quick and easy!

AQMD Users [click here](#) to login.

User ID

Password

**go>>**

I forgot my Password, please [e-mail my Password](#)

\* Your User ID and Password must be entered exactly as created (i.e. upper and lower case letters).

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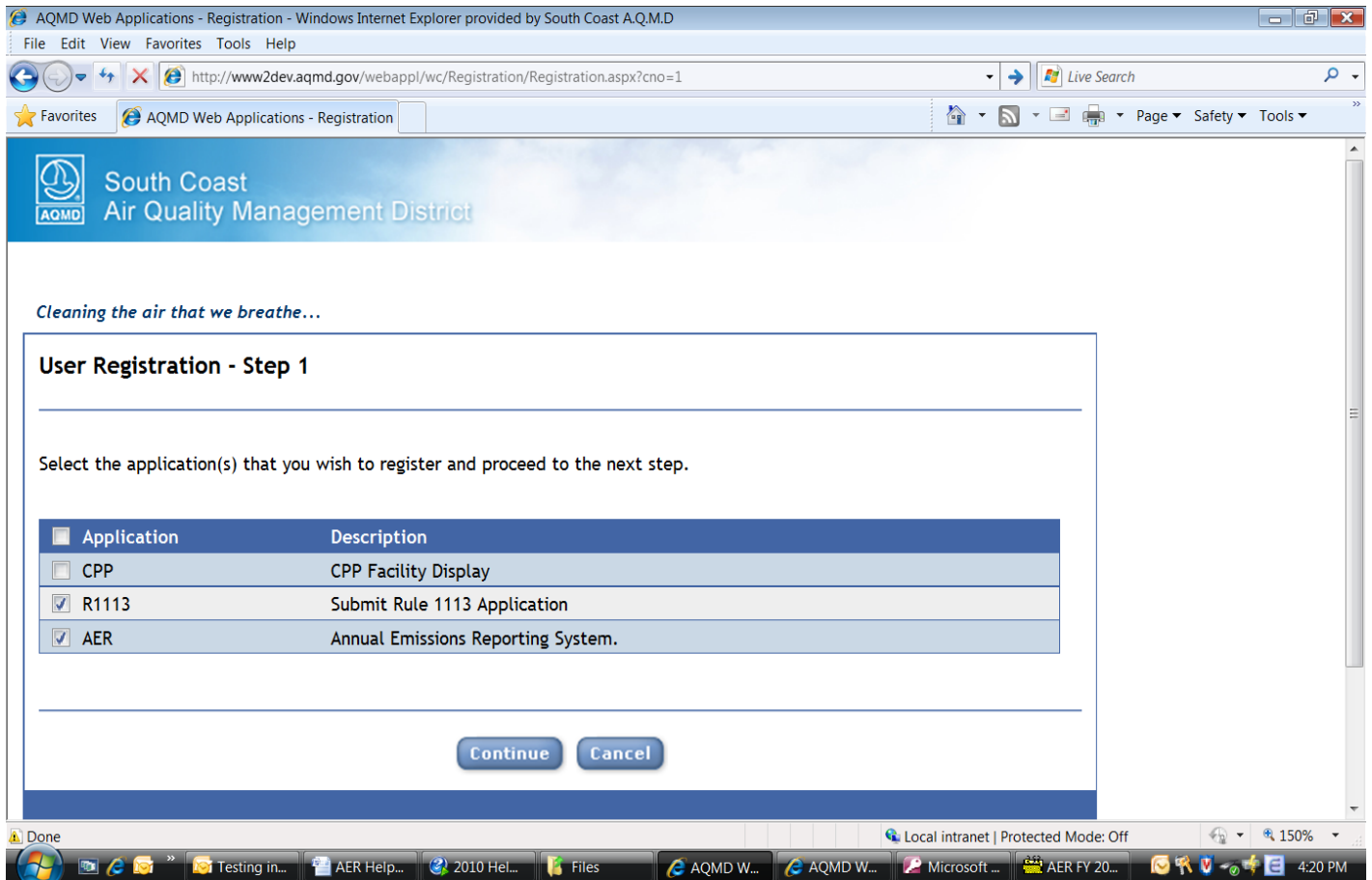
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Click on the “Create User ID” button in the center of the page. This will begin the four-step account registration process.

# Registration and Authorization

**Step 1.** Select the AER application by clicking on the checkbox to the left of AER in the list. Click the “Continue” button to proceed to the next step.



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http://www2dev.aqmd.gov/webappl/wc/Registration/Registration.aspx?cno=1

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**User Registration - Step 1**

Select the application(s) that you wish to register and proceed to the next step.

<input type="checkbox"/> Application	Description
<input type="checkbox"/> CPP	CPP Facility Display
<input checked="" type="checkbox"/> R1113	Submit Rule 1113 Application
<input checked="" type="checkbox"/> AER	Annual Emissions Reporting System.

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# Registration and Authorization

**Step 2.** Select your application-specific role by clicking the appropriate checkbox. There are two user roles defined:

- AER Facility Administrator -- individual who can enter the data and has the authority to submit the final AER report to AQMD as well as approve other users.
- AER Facility User -- individual who can enter data into AER forms but cannot submit the final AER report to AQMD.

Click the “Continue” button to proceed to the next step.

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Favorites AQMD Web Applications - Registration

Page Safety Tools

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**User Registration - Step 2**

Select your application specific role and proceed to the next step.

Application	Applicable Roles
AER	<input checked="" type="checkbox"/> AER Facility Administrator - can enter & submit AER & GHG forms; can manage other users access level.
	<input checked="" type="checkbox"/> AER Facility User - can enter AER & GHG forms, cannot submit.

Note: Based on the Roles selected, you may get more than one application.

Back Continue Cancel

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# Registration and Authorization

**Step 3.** Fill-in the information requested on the registration form (all fields marked with a red asterisk are required to be filled-in). Note that E-mail ID will be used as user log-in ID and must be a **valid email** address for communication.

On the second image of the lower part of the Step 3 screen (see image below), you will see fields for security questions and answers (Q & A). Take note of these because the Q & A will be used to retrieve your password if forgotten. User must also specify ID# for facilities to be worked on.

There is an image with letters and numbers in it and a data field labeled "Image Text." This is a security device called a "captcha" that prevents automated systems from gaining entry to the AER system. Simply type the characters exactly as displayed in the image file into the text field. User must accept AQMD's [Terms & Conditions](#) and acknowledge that you have read the [Privacy Statement](#) by marking the checkbox. Click "Submit" button to submit your registration, "Cancel" button to exit the registration process without any information being saved, or if necessary, click the "Back" button on any screen to move back to the previous screens and change the information entered.

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http://www2dev.aqmd.gov/webappl/wc/Registration/Registration.aspx

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**Registration Form - Step 3**

(All field names marked with (\*) are compulsory. Email id is the login id for the AQMD applications.)

Email Id  \*

Confirm Email Id  \*

First Name  \* Middle Initials  Last Name  \*

Work Address

Street Number	Direction	Street Name	Suffix
<input type="text" value="12345"/>	<input type="text" value="NORTH"/>	<input type="text" value="The Street"/> *	<input type="text" value="ST"/>

Appt/Unit  Cross Street

City  \* State  \* Zip  \* Zip Four

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AQMD Web Applications - Registration

12345 NORTH The Street \* ST

Appt/Unit Cross Street

City State Zip Zip Four

The City \* CA \* 99999 \*

Work Phone 909 - 5551212 Ext

Fax 909 - 5551212

Security Question Security Question \*

Security Answer The Answer \*

Facility Id(s) 111111, 222222, 333333 \*

Please enter the name as displayed in the image.

BQA3KH

Image Text

[Disclaimer](#)

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# Registration and Authorization

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Page Safety Tools

Please enter the name as displayed in the image.

BQA3KH

Image Text BQA3KH \*

Disclaimer

The information you provide above will be used to correspond with you and help us better tailor our communications to your interests. We are committed to maintaining your privacy during your visit to aqmd.gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly-authorized representative of the entity required to file this form.

☒ I agree to your [Terms & Conditions](#) and confirm that I have read the [Privacy Statement](#).

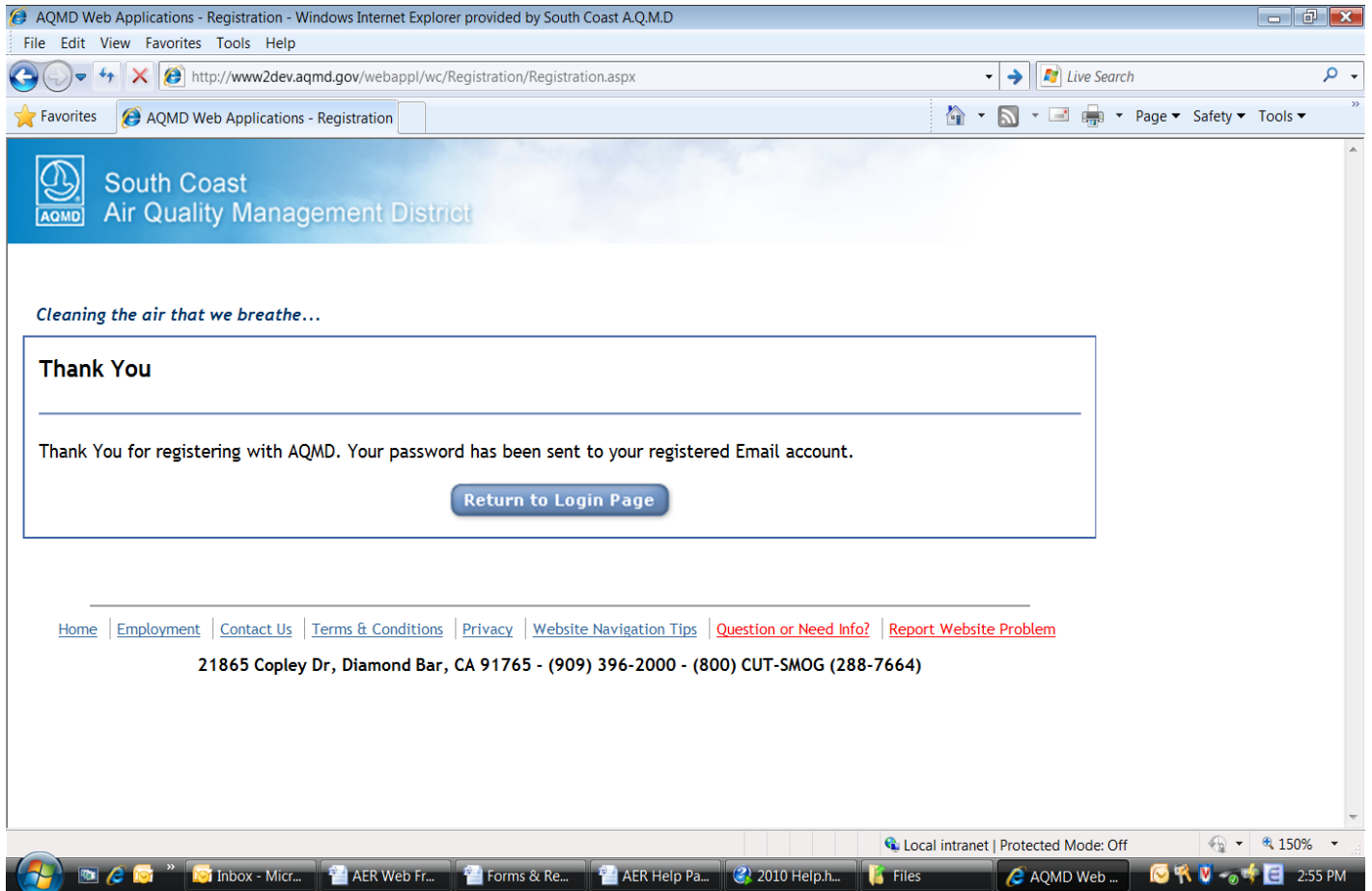
Submit Back Cancel

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If the entered information met the specification, user will see the image below.

# Registration and Authorization



The registered individual will receive an E-mail message with a User ID and Password for AER-Web and will be able to log-in.

# Registration and Authorization

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## **AUTHORIZATION**

All users of the AER Web Apps must be authorized in order to work on the file, either data entering or submitting report. The following procedures will assist user in gaining access to the Web Apps:

### **New User**

1. After creating an user ID (with a role as Administrator - see Registration for how to), user should receive an e-mail which includes Registered User ID & Password.
2. Contact AQMD staff by sending an e-mail to [aer@aqmd.gov](mailto:aer@aqmd.gov) requesting approval to access the AER-Web Apps.
3. AQMD staff will send back an email confirming the authorization as an Administrative User
4. An Administrative User can enter data and submit the report.
5. Administrative User can also authorize Other Users to work on your report using the **"Manage Users"** tab from the menu bar.
6. For problems with your LOG-IN, please send an e-mail to **aer@aqmd.gov** with your User ID and facility ID number.

**Existing User:** Existing user who has prepared and submitted Annual Emission Reports (AERs) using the AER-Web program can continue using any of the registered and active User IDs and passwords. Existing user can manage the account using the features listed under "Assessing the Application" section. With "Administrative" role, existing users may authorize Other Users to work on data enter using the "Manage Users" tab. For problems with your LOG-IN, please send an e-mail to **aer@aqmd.gov** with your User ID and facility ID number.

### **Other Users**

1. Register (see Registration section for How To) with "AER Facility User" role
2. Contact facility Administrative User for approval to access the AER-Web program.
3. For problems with your LOG-IN, please send an e-mail to **aer@aqmd.gov** with your User ID and facility ID number.